

JOB DESCRIPTION

Administrative Services Assistant 5

Grants & State Budget Appropriation Management

Maintain accurate, current and complete financial records of two (2) Federal grants and one (1) State Appropriations budget for the TOSHA Division in accordance with established Federal and State guidelines and procedures.

This includes but is not limited to the following:

- Preparation of Federal grant applications and State budget appropriation requests (before the end of the 4th Quarter of current Fiscal Year)
- Determining expenditure and revenue projections as requested on a daily basis
- Maintaining records that adequately identify the source and application of funds as well as information pertaining to Federal awards, authorizations, obligated and unobligated balances, assets etc. as requested on a daily basis.
- Regular communication and interaction with Federal, State and departmental personnel regarding fiscal and budgetary issues on a daily basis.
- Monitoring and analysis of monthly, quarterly and annual financial status reports for the TOSHA Division on a daily basis as requested.

Procurement & Property Management

Procurement and distribution of all technical, computer-related equipment and supplies associated with the TOSHA Division. Maintenance of all equipment (inventory records fall under the purview of this position) as requested on a daily basis.

Fiscal Administration

Insuring that funds associated with expenditures incurred for travel, supplies, equipment etc. are properly disbursed. Functioning as the primary liaison between the TOSHA Division and Fiscal Services Divisions; resolving all fiscal-related issues and concerns as requested on a daily basis.

- Manages Federal Grant and State funds appropriated by the U.S. Department of Labor and the Tennessee General Assembly, respectively for the Tennessee Occupational Safety and Health Enforcement and Consultative Services Programs.
- Prepares and submits, through the Administrator, annual grant application documents to the U.S. Department of Labor- OSHA.
- Maintains accounting records of disbursements, receivables etc. in accordance with Federal and State guidelines and procedures.
- Manages the Case Management Unit of the Division (PenPay/Standards Sales), which is responsible for all accounts receivables within the Division.

- Perform financial reconciliations of the PenPay/Standards Sales on a monthly basis and the payment card transactions (credit card) on a weekly and monthly basis.
- Responsible for procurement of technical equipment, supplies etc. and maintaining appropriate inventory records.
- Assist the Administrator with special projects as needed.

Information regarding State of Tennessee benefits:

<https://www.tn.gov/hr/topic/benefits>

How to Apply:

- Please submit resume and cover letter outlining your related experience to Desiree.Felts@tn.gov and/or Steve.Hawkins@tn.gov
- All email submissions must include in the subject line: **Administrative Services Assistant 5**

Compensation:

Minimum monthly is \$3,366. Salary will be commensurate with Qualifications and experience.

Pursuant to the state of Tennessee's policy of non-discrimination, The Tennessee Department of Labor and Workforce Development does not discriminate based on race, sex, color, creed, pregnancy, national or ethnic origin, age, disability or military services—in the admission or access to, or treatment or employment in its programs, services or activities.